

## EXHIBIT 3-E

### SAMPLE FORMAT FOR ADVERTISING THE AVAILABILITY OF A REQUEST FOR PROPOSALS

In order to reduce the cost of publicizing a Request for Proposals (RFP), local officials may use a format such as the following to advertise the availability of a request for proposals for engineering and/or grant writing and administration services in lieu of publishing the entire text of the RFP. If this approach is used, local officials should be sure to allow sufficient time for consultants to request and receive a copy of the RFP and to prepare a response.

The \_\_\_\_\_ (name of TSEP recipient) has been awarded a Treasure State Endowment Program (TSEP) grant in the amount of \$\_\_\_\_\_ by the Montana Legislature for \_\_\_\_\_  
\_\_\_\_\_ (description of project).

Contingent upon this award, the Town (or City) Council of \_\_\_\_\_ (or \_\_\_\_\_ County Board of Commissioners) is requesting proposals for engineering services to assist the governing body in designing and supervising the construction of this project (and/or grant writing and/or grant administration services) in compliance with all applicable requirements under the Montana TSEP. Proposals for only grant writing and/or grant administration services will be accepted.

Copies of the detailed request for proposals (RFP), including a description of the services to be provided by respondents, the minimum content of responses, and the factors to be used to evaluate the responses, can be obtained by contacting \_\_\_\_\_ (name, address, and telephone). All responses to the detailed RFP must be submitted by \_\_\_\_\_ (date).